

**THE CITY OF FAIRFIELD, CALIFORNIA
IS SEEKING AN
ASSISTANT DIRECTOR OF
PUBLIC WORKS / CITY ENGINEER**





UNIQUE OPPORTUNITY

The City of Fairfield seeks an experienced, collaborative, and people-oriented professional to help provide leadership and direction for the City's Public Works Department. This vacancy will exist due to the upcoming promotion of the current Assistant Director to the Director's position.

THE COMMUNITY

Fairfield is a vibrant community ideally located midway between San Francisco and Sacramento on Interstate 80. Incorporated in 1903, Fairfield is a growing city of over 105,000 with a projected build-out population of approximately 140,000 by 2030. Despite its growth, Fairfield maintains the charm and vitality of a small, thriving community. Fairfield is the County Seat (Solano County) and occupies 37 square miles of relatively flat land in the northeast San Francisco Bay Area. The City is strategically located within easy driving distance of the Pacific Ocean, the Sierra Nevada Mountains, and the California Delta, with the beautiful Napa Valley just minutes away. Gentle breezes and temperate weather characterize Fairfield, with the mean daily temperature ranging from 46 degrees in January to 72 degrees in July.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for designing, building, operating, and maintaining City facilities. The Department is comprised of five functional areas: Administration, Engineering, Operations, Utilities, and Transportation with 168 employees and an annual operating budget of \$43 million.

THE POSITION

The Assistant Director of Public Works / City Engineer manages the Engineering Division of the Department, and provides oversight of the functional areas within the Division including: CIP Design, Traffic Engineering, Public Works Inspections, Development Review, Parks Planning, GIS, and Landscape Maintenance (includes contract management and administration of all special districts, Park Rangers/Open Space, and contracted Golf Course Operations). The Assistant Director coordinates Public Works Engineering activities with other City Departments. The Assistant Director prepares and presents reports for City Council, assists in preparing and monitoring the operating and capital budgets, and writes contracts for services and agreements. The Assistant Director serves as the primary liaison with developers and contractors to resolve any issues, and will represent the Department at relevant public meetings.

The Engineering Division is comprised of 25 employees with an operating budget of \$9 million. The City's Capital Improvement Program includes a volume of between 20 to 30 projects in design, and 20 to 30 projects in construction with an aggregate cost varying between \$50 million and \$125 million at any given time. The Assistant Director plays a lead role in managing the Department's budget, and provides oversight and accountability for the respective division budgets within Public Works.

The Assistant Director serves as the Director of Public Works in the Director's absence.

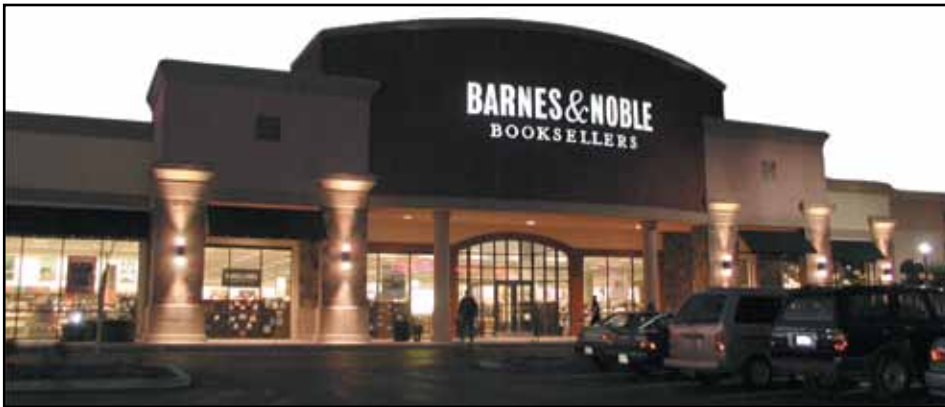
CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of an Assistant Director of Public Works / City Engineer, the City has identified the current issues and priorities that will need to be addressed by the successful candidate:

- The continuing development and mentoring of staff remains a key priority for both the Department and the City. It will be paramount for the new Assistant Director to assume a leadership role in helping develop staff and provide for growth opportunities, foster a feeling of "team" within the Department, and lead staff into the future. This will require a commitment to staff development in partnership with the Human Resources Department, and a commitment to succession planning to address future retirements.

PUBLIC WORKS DEPARTMENT MISSION STATEMENT

To provide prompt, courteous service to the citizens of Fairfield and to design, build, maintain and operate facilities in the City of Fairfield for the maximum level of service.



- As the City of Fairfield anticipates future growth, there will be continuing demands for an increase in facilities and services. This will be a top priority for the Department and the new Assistant Director.
- Train Station Specific Plan – This project on the City's northeast side will include 7,000 dwelling units, 3 million square feet of industrial space, and create 4,000 jobs.
- AB 1600 streets fee update.
- Finalize the update to the City's Standard Specifications and Plans (last updated in 1998).
- The culture of the City of Fairfield is one of cooperation – a team approach. As such, the new Assistant Director will be expected to coordinate with other Divisions within the Public Works Department, and also with other City Departments to conduct the day-to-day business of the City.

THE IDEAL CANDIDATE

The ideal candidate is an energetic, out-going public works/engineering professional who possesses broad experience in all areas of public works engineering. As the Assistant Director interacts with a number of internal and external stakeholders, exceptional leadership, communication, and interpersonal skills are of the utmost importance. Candidates with the demonstrated ability to develop staff will be favorably considered. A Bachelor's degree in civil engineering or related field, and registration as a civil

engineer in California is required, along with significant responsible public sector professional engineering experience, including two years of administrative and management responsibility. Candidates who are registered as a Civil Engineer by another state must receive their California state registration within one year of appointment to the position. Certification as a Land Surveyor is considered a plus, as is a Master's degree.

Expertise

The new Assistant Director will need to have the ability to work collaboratively within the City and with other local, state, and federal agencies. This will require the ability to be dynamic, open to new ideas, offer practical solutions, and follow through on projects to completion. While broad knowledge and skills covering all major areas of public works engineering is assumed, the issues and priorities facing the City of Fairfield demand particular, demonstrated expertise in the following areas:

- Proactive and creative problem solving with a strong commitment to the City's quality of life
- Highly analytical – able to evaluate the Department's operations and structure and forecast future needs/changes



to best meet the needs of the City and its residents.

- Strategic orientation and ability to anticipate issues and problems
- Excellent written and oral communication skills
- Collaborative – ability to build and maintain relationships with internal and external stakeholders to effectively move City initiatives forward
- Focused on both internal and external customer service
- Being a team player in serving as a leader of the Engineering Division; building and maintaining teamwork within the Public Works Department and with other City Departments
- Project management skills
- Understanding of information technology as it relates to public works
- Ability to work with the Human Resources Department in recruiting / succession planning
- Comfortable working with elected officials, community groups, stakeholder agencies, and the public

COMPENSATION AND BENEFITS

Salary

The salary range for this position is **\$109,572 - \$133,188**. Actual salary will be based on the qualifications of the successful candidate. City employees currently work a schedule of four, nine-hour days, with City offices closed each Friday.

Retirement

- Participation in the PERS program 2.7% @ 55. City pays 7%; employee pays 3.5%
- City contribution of 7.74% of salary toward 401/457 deferred savings plan with employee contribution of 4.10%
- Vehicle Allowance of \$200 per month

Leave Program

- 12 paid holidays
- Vacation starting 10 days per year
- Personal leave (144.86 hours annually)
- 12 days sick leave

Insurance

- City provides vision, short-term disability and long-term disability and limited life insurance coverage

Health/Dental Programs

- City contribution toward medical and dental plans. Employees providing proof of other coverage may decline health and/or dental coverage and receive taxable income.

A complete list of General Management Benefits can be found at www.ci.fairfield.ca.us.

APPLICATION AND SELECTION PROCEDURE

To be considered for this excellent career opportunity as Assistant Director of Public Works / City Engineer, submit a cover letter with current salary, resume, City of Fairfield application (an official employment application may be downloaded from the City of Fairfield's website at www.ci.fairfield.ca.us), and four work-related references by **Friday, June 18, 2010** to:



Stuart Satow
CPS Executive Search
241 Lathrop Way
Sacramento, California 95815
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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS Executive Search will report the results to the City. The City will then select candidates to be invited to participate in interviews in Fairfield in mid to late July. An offer of appointment is expected in early August following extensive reference and background checks and a final interview. For additional information about this excellent opportunity, please contact Stuart Satow.



The City of Fairfield is an Equal Opportunity Employer